

Links to Web Work


The  **TOOLS** menu can be used to add links for easy mobility to other web sites or files such as drawings, warranty documents, etc. while in the Web Work Order System. This Chapter describes how to use the Web Work, Links Menu Item.

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1.1 Web Work Links


In Web Work you can set up links to either web pages on the Internet or files on your intranet. Links can be setup so they are accessible from all modules or just the module you they were setup in.

1.1.1. Adding Links to Web Work

To add a link:

- Click on the  **TOOLS** menu at the top of the Web Work screen while in any module (except for Reports).
- Select Links from the drop down menu to open the Create/Edit/View Links screen as pictured below



- Click on the **NEW** button  to open the New Web Link screen.

- Enter a Title for the link.
- Enter a Description for the link.
- Enter the File Name/Web Address of the link.

New Web Link

Title

Description





File Name/Web Address

Type

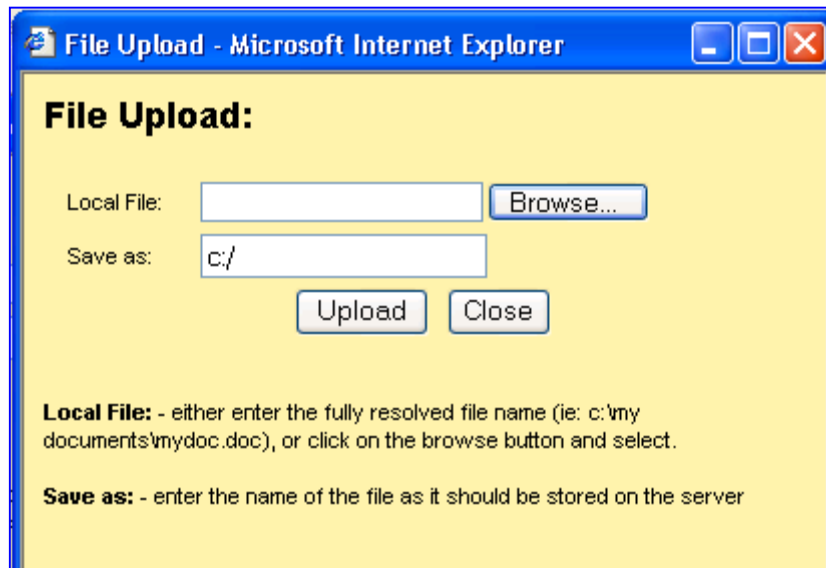
Upload File ☐

Accessible From ☐ All modules ☒ This module only

SAVE **CANCEL**

- Click on the down arrow  to select the link Type: Web or File.
- If this is a file that is going to be uploaded from your computer to the Web Work links directory, click on the upload file checkbox .
- Click on the applicable **RADIO** button  to indicate if this link is to be accessible from all modules or just the module you are currently working in.
- Click on the **SAVE** button  to save the link.

- If this file is being uploaded from your computer, a screen similar to the one pictured below will open:



- Enter the location of the file or click on the **BROWSE** button to locate the applicable file.
- Enter the Save as name including the file extension.
- Click on the **UPLOAD** button to begin the upload.



Note: Web addresses must begin with <http://>




1.1.2. Physical Location of Linked Files

When you create a link that is a file rather than a web address, the system will look for the document via the URL that is set up in the System Defaults – Link Documents URL. The linked documents can be in a different directory or on a different server than Web Work, however, their location must be set up in System Defaults.

If the Link Documents URL is left blank in System Defaults, the system will look up the File type link document in the Linkdata subdirectory in Web Work. All linked documents should be put in this directory if the URL is left blank in System Defaults.

1.1.3. Editing Existing Web Work Links

To edit an existing link:

- Click on the  **TOOLS** menu at the top of the Web Work screen while in any module (except for Reports). Remember if the link was setup to only be accessible in the module in which it was created, you must be in that module to edit it.
- Select Links from the drop down menu to open the Create/Edit/View Links screen.
- Click on the applicable **RADIO** button  to indicate which link you wish to edit.
- Click on the **EDIT** button  to open the Edit Web Link screen as pictured below:



Edit Web Link

Title: Maintenance America

Description: Maintenance America

File Name/Web Address: http://www.maintenanceamerica.com

Type: Web

Upload File: ☐




Accessible From: ☒ All modules ☐ This module only

SAVE DELETE CANCEL

- Update information as required.
- Click on the **SAVE** button  to save the changes to the link.


1.1.4. Deleting Existing Web Work Links

To delete an existing link:

- Click on the  **TOOLS** menu at the top of the Web Work screen while in any module (except for Reports). Remember if the link was setup to only be accessible in the module in which it was created, you must be in that module to edit it.
- Select Links from the drop down menu to open the Create/Edit/View Links screen.
- Click on the applicable **RADIO** button  to indicate which link you wish to edit.
- Click on the **EDIT** button  to open the Edit Web Link screen.
- Click on the **DELETE** button to delete the link and return to the Create/Edit/View Links screen.

1.1.5. Viewing Web Work Links

To view an existing link:

- Click on the  **TOOLS** menu at the top of the Web Work screen while in any module (except for Reports). Remember if the link was setup to only be accessible in the module in which it was created, you must be in that module to edit it.
- Select Links from the drop down menu to open the Create/Edit/View Links screen.
- Click on the applicable link title or description to open the link in a new browser window.